

## Privacy statement

version of 25 May 2018

The privacy statement below implements the duty of disclosure (set out in the General Data Protection Regulation (“GDPR”)) to the data subject or data subjects whose personal data is/are processed by Van Veen Advocaten.

### Introduction

The nature of the business activities of Van Veen Advocaten requires us to process certain personal data. This privacy statement informs you of the way in which we process your personal data in our capacity of controller. Van Veen Advocaten processes the personal data made available to or collected by us with the greatest possible care. The personal data made available to or otherwise obtained by us is treated in confidence at all times. Personal data refers to all information about a natural person. This may also concern information that says something about or leads to a person indirectly.

### The purposes of processing

Van Veen Advocaten collects personal data in order to give you the best possible service. Specifically, we process personal data for the following purposes:

#### Legal services

Our firm only processes the data that is required for the preparation, implementation and completion of the case in question.

#### Compliance with statutory obligations and (professional) codes

Van Veen Advocaten also processes personal data in order to fulfil statutory obligations and (professional) codes that apply to the legal profession. Examples include identification, checking details, administrative obligations and/or retention periods.

#### Customer relationship management

We can send our clients and customers relevant information, publications and/or invitations.

#### The use and improvement of our website

In order to follow and improve the content and use of our website, we collect and analyse the browsing behaviour of visitors to our website.

#### Information and registration Van Veen Advocaten event

When you register for a meeting or event organised by Van Veen Advocaten, we will ask you for your personal details. These details are used to confirm your booking, to inform you of the meeting in question and to register your attendance.

## **Security**

If you visit our office, we register your name and that of your organisation (if applicable) when you arrive. We also write down the time at which you left. This means we know exactly which individuals are on the premises in the event of an emergency. It also prevents unauthorised persons from gaining access to the building. We have installed CCTV cameras in and around the building that record continually. These recordings are kept for a period of 21 days for security purposes.

## **Job applications and recruitment**

When you apply for a job with us or if you register for a recruitment activity, you provide us with personal details. All the details you give us in that respect are kept for no more than four (4) weeks after the end of the application procedure or the recruitment activity. If we want to be able to contact you again in the future in connection with a potentially suitable job, we will ask for your permission to keep your personal data for a longer period of time. In that case, your personal data will be kept for a maximum of one (1) year.

## **The processing of categories of personal data**

Van Veen Advocaten processes the following (types and/or categories of) personal data of data subjects:

- Basic information such as your first name and surname, title, gender, the organisation you work for and/or your position.
- Contact details such as your postal address, (mobile) phone number, fax number and/or e-mail address.
- Additional personal details such as your proof of ID, date of birth, nationality and/or marital status.
- Financial information such as your bank account number.
- Technical data such as your IP address, the device you use to visit our website and the pages you view.
- Personal details you disclose to us when you apply for a job, such as your curriculum vitae.
- All other personal data we obtain from or in respect of you or the personal data we can obtain ourselves and use for the aforementioned purposes.

## **Obtaining personal data**

We obtain your personal data through yourself or your organisation, for example, when you issue an instruction for legal services, when you visit our website or our office, when you apply for a job, give us your business card or from information you give us during a (telephone) conversation and/or e-mail correspondence. Van Veen Advocaten also receives personal data from persons from whom we purchase products and/or services or who work for our suppliers.

In addition, we obtain personal data from other parties, clients or third parties in a case we are handling. We may also consult (public) registers or retrieve personal data from public sources via websites.

## **Grounds for processing data**

Van Veen Advocaten processes the aforementioned personal data only on the basis of the grounds set out below, within the meaning of Article 6 of the GDPR, namely when:

- processing is required for the performance of an agreement with the data subject, or to undertake pre-contractual work on his or her request, for instance, by keeping the dossier on behalf of the client or to complete a job application procedure (“performance of the agreement”);
- processing is required in order to fulfil a statutory obligation of the controller, such as our duty to confirm the identities of our clients (“statutory duty”);
- processing is required in order to look after the legitimate interests of Van Veen Advocaten or another party and if those interests outweigh the interests or the fundamental rights of the person whose personal data is involved, for example, when we process your personal data because you are the other party in a dossier we are handling (“legitimate interest”);
- the data subject has given his or her consent for the processing (“consent”).

## **Sharing personal data with third parties**

Van Veen Advocaten will only share your personal data with third parties insofar as this is required for the provision of services and in accordance with the purposes set out above. Examples include conducting an expert examination, serving a summons through a bailiff, providing your personal data in connection with (court) proceedings, corresponding with the other party or hiring a third party on behalf and on the instruction of Van Veen Advocaten, such as an IT supplier.

In addition, Van Veen Advocaten may disclose personal data to a third party such as a supervisory body or another organisation vested with public authority, to the extent that a statutory obligation exists in that respect.

A processing agreement is concluded with the third party that processes your personal data on your behalf and on the instruction of Van Veen Advocaten. This means that this third party is also obliged to comply with the GDPR. A third party hired by Van Veen Advocaten which offers services as a controller is personally responsible for compliance with the GDPR in respect of the (continued) processing of your personal data. The controller in question may be an accountant, a civil law notary, a bailiff and/or a third party hired to issue a second opinion or an expert opinion.

## **The security of personal data**

Van Veen Advocaten attaches great value to the security and protection of your personal data and will take appropriate technical and organisational measures, taking into account the state of the art, in order to safeguard a level of security that is geared to the risk. People who work for us are bound by secrecy and must abide by our instructions, which are aimed at satisfactorily protecting your data. If Van Veen Advocaten uses the services of a third party such as an IT supplier, we will make further arrangements about satisfactory security measures in a processing agreement with the third party in question within the framework of the protection of personal data.

## **Retention period of personal data**

Van Veen Advocaten does not retain the personal data that is processed any longer than is necessary for the aforementioned data processing purposes or on the basis of legislation. If a statutory retention obligation or a retention period on the basis of (professional) codes of conduct is in place, we abide by those periods. We keep dossiers up to seven (7) years after they were closed. This means that if you wish to receive (original) documents from your dossier, you must notify your lawyer as soon as possible after the dossier is closed to prevent them from being destroyed. In the case of a legitimate interest, Van Veen Advocaten reserves the right to retain personal data for a period of twenty (20) years. You cannot derive any rights from this.

## **Your rights**

You have the right to inspect the personal data we process of you. You also have the right to ask for your personal data to be changed or even removed if the data is not or no longer correct or if processing is not or no longer justified. Furthermore, you may restrict the processing of your data under certain circumstances, you may ask us to transfer your data or you may object to the processing of your data. You can submit these requests in writing using the contact details set out below. We will respond to your request within four (4) weeks of receiving it.

Van Veen Advocaten  
Postbus 442  
6710 BK EDE  
+31 (0)318 68 78 78  
Attn. Mr O. Meijnen  
privacy@vanveen.com

Under certain circumstances, Van Veen Advocaten cannot (fully) comply with your request as a data subject. The reason for this may be the duty of secrecy of the lawyer in question, statutory retention periods or a legitimate interest of one of our clients. If we do not comply with your request, we will explain why. Van Veen Advocaten will only process requests that relate to your own personal data. We need to verify beforehand that on the basis of your request, we disclose the personal data in question to the right person. For that reason, we ask for a copy of a valid passport, driving licence or proof of ID with a blacked-out photograph and Dutch 'citizen service number'.

## **Social media**

The website or websites of Van Veen Advocaten include buttons and/or links that make it possible to promote messages and/or share them on social (media) networks or third party websites. Van Veen Advocaten does not check this and is not responsible for the processing of your personal data by and via third parties such as Facebook, Twitter and LinkedIn. The use of such media is at your own risk. Before you use those third party services, we recommend reading their privacy statement and user conditions first.

## **Statistics and cookies**

Van Veen Advocaten keeps track of user data of the websites and social media channels for statistical purposes. The personal data we thus collect is, in principle, anonymous and is not sold to third parties by Van Veen Advocaten. In order to improve the ease of use of the website or websites of Van Veen Advocaten, we use cookies. A cookie is a small text file that is installed on your computer, tablet and/or smartphone when you visit the website or websites of Van Veen Advocaten. You can disable the use of these cookies at any time, although this may impair the functionality and ease of use of the website or websites.

On its website or websites, Van Veen Advocaten uses Google Analytics cookies. This enables us to retrieve reports. We roughly follow the user behaviour of our website visitors and identify the general trends. This helps us improve the performance of the website or websites. Google can disclose this information to third parties if Google is obliged to do so by law or if third parties process the information on behalf of Google. By using the website or websites of Van Veen Advocaten, you agree to Google processing the information in the manner and for the purposes set out above. Cookies are also installed for the use of buttons and/or links as described above under 'social media'. Van Veen Advocaten has no control over the installation and use of cookies by these third parties.

The website of the Netherlands Authority for Consumers & Markets [Autoriteit Consument & Markt (ACM)] gives more information about cookies and how you can disable or remove them.

### **Changes**

Due to changes to the applicable legislation and its business operations, Van Veen Advocaten may change this statement from time to time. For that reason, we recommend consulting our website on a regular basis so that you are aware of any changes. In the event of changes that may considerably affect one or more data subjects, we will do our best to immediately notify those data subjects. If we wish to use your data for other processing, we will actively notify you about this in advance.

### **Questions and contact**

If you have any questions, comments or a complaint about the processing of your personal data and/or this privacy statement, please contact our office manager, Mr O. Meijnen, via [privacy@vanveen.com](mailto:privacy@vanveen.com) and our general telephone number +31 (0)318 68 78 78. Naturally, we aim to give you the best possible service. You may also submit a complaint to the national supervisory body, the Dutch Data Protection Authority [Autoriteit Persoonsgegevens].

*This privacy statement was last updated on 25 May 2018.*